

**CHANGES IN POLICY, PRACTICES AND PROCEDURES AND OPERATIONS****Children's Administration****Revision Tables With Changes Requiring Review & Approval**

<b>PRACTICES AND PROCEDURES GUIDE</b>			<b>REVISION #16</b>
Section Title	Issue	Basis	Section #
Eligibility	Clarify the process when it comes from law enforcement.	Add referral information from a commissioned law enforcement officer	2210
Guidelines	What is a new referral vs. and additional Service Episode Record to an existing referral?	There are occasions when two referrals on the same instance of CA/N are entered in CAMIS.	2220 (C)
Missing Children	Define the process of reporting when a child is missing for whom the department is providing services.	There is a departmental requirement to report missing children to local law enforcement and the WSP Missing Children Clearinghouse.	2580
Case Resolution/Closure	Clarify Case Closure & Inactive Status	Improve criteria & to add JLARC criteria.	P & P 2710-2711
FRS	Chapter 3000 was revised to reflect the reduction in services by implementing Policy 02-08. The policy has been incorporated into the chapter to show the changes agreed upon by CA and Union Management. Changes also resulted from incorporation of the authorization to report Runaways and clarification on Inactive Cases and Closure of cases.	The FRS program incurred a \$1.68 million dollar reduction in funds for FY03. A Redesign Team was convened to develop a program design that would accommodate these reductions and assure the ongoing provision of quality service. The final product is pending.	Chapter 3000
Notification Of Child's Whereabouts	Document authority to report missing children.	Incorporate RCW 13.60.030I Into manuals to document authority.	P & P, section 3640

<b>PRACTICES AND PROCEDURES GUIDE</b>			<b>REVISION #16</b>
Section Title	Issue	Basis	Section #
Missing Children	Provide guidance and information for staff when they learn a child is missing that is receiving services from the Dept.	Ensure that staff notify local LE and the WSP Missing Children Clearinghouse.	P & P 3643
Case Resolution/Closure	Clarify Case Closure & Inactive Status	Improve criteria & to add JLARC criteria.	P & P 3800-3810
Purpose (of Intake)	Clarify Intake process relating to MPC	Incorporate existing protocol into manual.	P & P 4121 & 4131
Eligibility	Clarify when a teen parent and their child reside in the same facility and there are no dependency needs for the child.	Need to clarify the status of a teen parent and their non-dependent child.	P & P 45302 (B)
Missing Children	Foster parents & private agencies providing services are required to notify intake whenever a child runs or when they learn a child is missing..	Ensure that CA staff notify local LE and the WSP Missing Children Clearinghouse.	P & P 4550
Case Resolution/Closure	Clarify Case Closure & Inactive Status	Improve criteria & to add JLARC criteria.	P & P 4700-4760
Relative Caretakers And Non-Custodial Parents	Comply with federal request to use Federal Parent Locator service	Use Federal Parent Locator to search for parents or legal guardians.	P & P 5200
Intake	Add information to Intake section including requirement to take Pre-service training.	Update section to include required training and adoption information.	P & P 5320

<b>CASE SERVICES MANUAL</b>			<b>REVISION #13</b>
Title	Issue	Basis	Section #
Notification Of Child's Whereabouts	Document authority to report missing children.	Incorporate RCW 13.60.030I Into manuals to document authority.	Case Services Manual, section 1445
Additional Information If The Child Has Been Removed From Their Home	Add language to provide assurance the child has been placed in close proximity to his/her school as possible-add to (F)	Meet federal funding requirements	Case Services Policy (CSP) 4213 subsection (F.)
Parental Rights	Add reference to P & P Guide about Federal parent Locator	Comply with federal request to use service.	Case Services 5740

<b>OPERATIONS MANUAL</b>			<b>REVISION # 14</b>
Section Title	Issue	Basis	Section #
Citizen Complaints	Update information to include WAC references	Add information to Constituent Relations that includes 1-800 #	Ops 3200
Resource Management	Changes in inventory and computer equipment purchasing.	Update chapter to reflect new procedures	Operations Manual Chapter 7000, section 7400
Categorical Title IV-E Eligibility Factors	Add clarifying language to comply with IV-E funding	Practice s consistent with timeline of 60 <sup>th</sup> day but needs to be documented in the manual.	Ops 11211 (C.1.b.)
Other Eligibility Factors (for federal funding)	Clarify the status of a teen parent and their nondependent child and the status if both are under separate dependencies.	Modify 1 by making it <u>Nondependent child of a teen parent</u> and clarifying issue. 2 is replaced to clarify the status. 3 provides further clarification on separate dependencies. Change #4 to D.	Ops 11212 (C)

<b>OPERATIONS MANUAL</b>			<b>REVISION # 14</b>
Section Title	Issue	Basis	Section #
Title XIX Medicaid	Clarify staff responsibilities when a child resides with the teen parent in the same facility.	Notify FCMU when the child begins to live with their teen parent.	Ops 11250 (C.1-2)
CAMIS & Case Documentation	Make the timeline for documentation consistent between the Case Service Manual, CAMIS Policy #25, section 13100 & RCW 26.44.035(4).	Make all of the documentation timeline "within 15 working days of the interview",	Ops 13100 (C.1.)(m.i.)
Composition Of Client Records	Update sections to coincide with the new binder process.	Implementation of new binder system in CAMIS	Ops 13400-13411
Case Record Purging or Storage	Clarify section to make it inclusive of all relevant materials.	Add any separately kept records and send a consolidated file to RRC	Ops 13910 (A)
Archiving of Records and Legally free Children	Clarify section to make it inclusive of all relevant materials.	All adoption records of legally free children are to be archived even if a private agency completed the adoption and there will be duplicate records.	Ops 13930 (B)
Std/Procedure-Case Numbers	Clarify status of teen parents and the documentation of the teen parent and their child	Add clarification language	Ops 152022 (B3)
Case Status-Active/Inactive criteria	Clarify Case Closure & Inactive Status	Add JLARC required criteria	Ops 152022 (F)

## CHANGES IN PRACTICES AND PROCEDURES AND OPERATIONS

### Children's Administration Interim Policies Revision Tables

The following policies have been incorporated into the appropriate CA Manual. The following interim policies are now rescinded. Please refer to the manual sections in the Revision Tables

<b>Interim Policies to Manuals</b>			
Section Title	Issue	Basis	Section #
In-Home Dependencies	Clarifies CA expectations for social work staff to undertake activities to help ensure the health and safety of children residing in their own homes and for whom CA has responsibilities through a court order.	Incorporate Revised Policy 01-02 into P & P Guide.	P & P Guide 430511
Smoking Near Children	Ensures compliance with ensuring the safety of children	Policy prohibits smoking near children based on the proven harm of exposure to second hand smoke especially children. Policy 02-10	P & P Guide 4421A
Foster Care Respite	Provides a service definition for FC respite service, categories, how to access & payment	Respite service for FP. Incorporate Policy 02-02.	P & P Guide 4510-45105
Permanency Planning Family Placement	Policy replaces and updates section 4535	The policy establishes guidelines for CA staff to place children in an appropriate foster home to ensure the best interest of the child and to begin permanency planning during the early stages of dependency.	P & P Guide 4535
Indian Foster Homes	Clarifies verification of Indian homes	Incorporate policy 02-01	P & P Guide 5345-5348
Coordinate Special Needs Transportation Services	Provides the process required for coordinated services	Incorporates Policy 01-08 that ensures compliance with Administrative Policy 8.08	Ops 5600

<b>Interim Policies to Manuals</b>			
Section Title	Issue	Basis	Section #
Compressed Workweek (4-40 and 9/80)	Describes the process of setting a compressed workweek	Provide guidance for CA in setting the compressed workweek. Incorporate Policy 02-04	Operations 8430
Administrative Files	Update section to reflect files that require restricted access	Define personnel covered, and reason for the file being an administrative file. CAMIS #4	Operations 15204
Service Episode Records	Update section to practice.	Clerical staff may input case activity in CMAIS at the request of social worker providing there is agreement between DCFS and DLR social worker supervisor. CAMIS #25	Operations 15225

**CHANGES IN POLICY, PRACTICES AND PROCEDURES AND OPERATIONS**  
**Children's Administration**  
**Technical Revision Tables**

<b>PRACTICES AND PROCEDURES GUIDE</b>			<b>REVISION #16</b>
Section Title	Issue	Basis	Section #
Case Plans	Require written case plan no later than 60 days from OPD	Federal funding	P & P 4303
Foster Family Home Licensing	Update WAC reference to reflect change in WAC	Change WAC 388-73 to 388-148	P & P Guide 5110 (A)
Decision on Licensure	Update WAC reference to reflect change in WAC	Change WAC 388-73 to 388-148 in A & B. In B(4) change 388-330-030 to 388-06.	P & P Guide 5133
Action On License	Update manual to coincide with current practices	Change RCW references to WAC authority and change WAC 388-73 to 388-148; add 388-148 & 388-160 WAC to F3	P & P Guide 5150 (D2), (F 2 & 3)

<b>PRACTICES AND PROCEDURES GUIDE</b>			<b>REVISION #16</b>
Section Title	Issue	Basis	Section #
Training	Update manual to coincide with current practices	Edits to improve language. Change RA to foster parent trainer and include PRIDE training	P & P Guide 5181 (A & B)
Definitions	Update definitions on Child Abuse & Neglect	Have definitions match WAC definitions	P & P Appendix A

<b>CASE SERVICES MANUAL</b>			<b>REVISION #13</b>
Title	Issue	Basis	Section #
Foster Family Homes-All Licensees	Update manual to coincide with current practices	A. Change agency to licensee. D. Change agency to licensee D. Edit to reflect new WAC	CSP 8105 A.-D., and E
Relative Caretakers	Update WAC reference to reflect change in WAC	Add Chapter 388-148 WAC	CSP 8200
Individuals Engaged By Children's Administration	Update manual to coincide with current practices	Edit A by adding RCW 74.15.030 and Chapter 388-06 WAC Delete A (1-5)	CSP 8700

<b>OPERATIONS MANUAL</b>			<b>REVISION # 14</b>
Title	Issue	Basis	Section #
Manual Maintenance & Policy Issuance	There are no hard copies of the manuals available due to closing of warehouse & Governor's directive to go electronic.	Change of manuals to electronic format 5/31/02	Operations Manual 1300 & 1400
Purpose	Update-Change WAC reference	Change WAC 388-73-056 to 388-148	5121
Purpose	Update manual to prevent duplicate sections	Delete section	5122
Authority	Update-Change WAC reference	Change WAC 388-330 to 388-06	5510

OPERATIONS MANUAL			REVISION # 14
Title	Issue	Basis	Section #
Required Record Checks	Edit for clarification	Edit (A)	5512
Licensure or Re-Licensure	Update and edit manual section	Edit A 1 & 2 Edit B 2 to add home of a relative & change WAC 388-06-0110 from 388-330-040 in 2. Edit C to clarify background checks and add fingerprinting	5525
Providers To Be Checked	Update and edit manual section	In A & A1-Change language to use accepted terminology for DD. A (3)-add WAC 388-06-0530	5541
Child Abuse Record	Update manual to reflect current practices	Change language to refer to CA Policy 01-07 and WAC 388-06	5562
Disposition	Update-Change WAC reference	A. Change WAC 388-73-036 to 388-148-0095 and 388-148-0100 B. Change WAC 388-73-030 to 388-148-0035 C.	5565
Right of Appeal	Update-Change WAC reference clarify WAC language	Change WAC 388-330-035 to 388-06-0240	5566
Information Sharing	Update-Change WAC reference	E. Change 388-060-0190 to 388-06-0190 F (4) delete	5570
State Office Responsibilities	Update manual to reflect current practices	Change language to include the Background Central Check Unit.	5580
Basic Practice Considerations	Update manual to reflect current practices and WAC	Update reference & change WAC 388-73 to 388-148, add chapters 388-160 & 388-145 WAC. Add ERCs to A and Edit B	12110



OPERATIONS MANUAL			REVISION # 14
Title	Issue	Basis	Section #
Decision On Licensure/ Certification	Update manual to reflect current practices and WAC	A. Change WAC 388- 73 to 388-148 C (4) change WAC 388- 330-030 to 388-06-0190 and 388-73 to 388-148 D Change 388-73 to WAC 388-148-0085 & change waiver to exception E. (1a)-change regional mgr. to office chief; (1b)- change 6 mos. To 90 days	12330
Placement Activities	Update manual to reflect current practices	In C. (1a) Delete Waiver & change to Administrative approval & exception process. C (8) delete waivers and insert exceptions & Admin. Approvals C. (9) Change shall to must	12710
File maintenance	Edit	Change shall to must	12800
Acronyms	Add acronyms	ERC and GRC	Appendix B